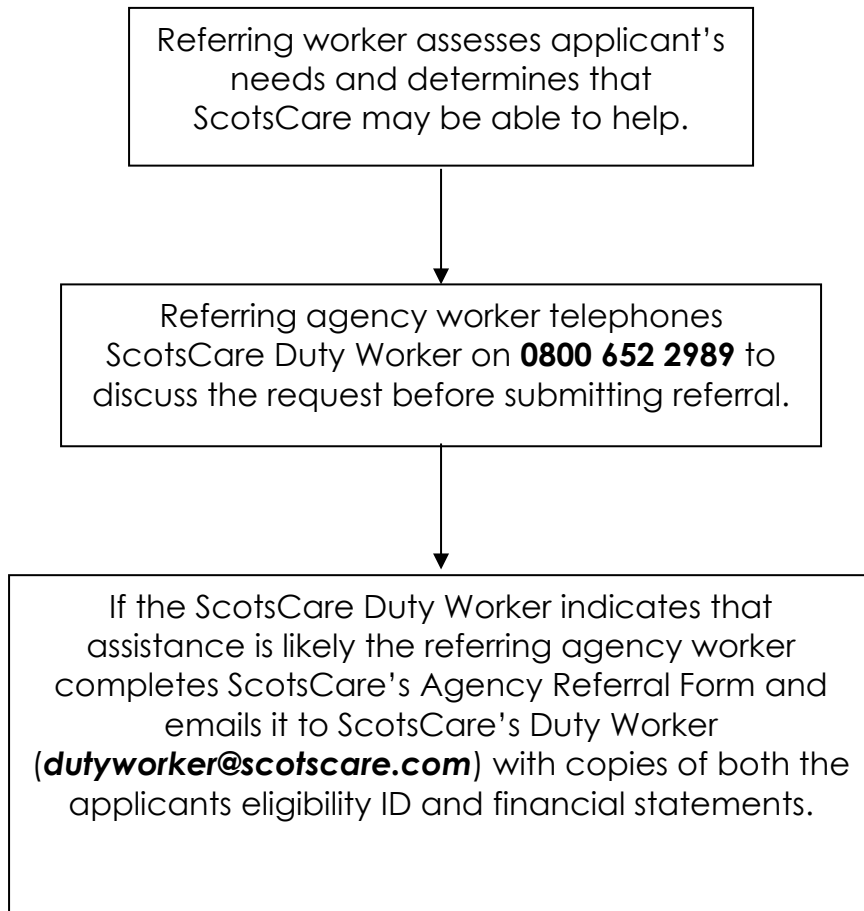


Agency Referral and Assessment Process



Applicants must be persons who:

- Reside within 35 miles of Charing Cross, London
AND
- Were born in Scotland (1st Generation)
OR
- One of their parents were born in Scotland (2nd Generation)
OR
- Are currently married to someone born in Scotland.

Eligibility ID

The referring worker is required to supply evidence of their client's eligibility

- Either their birth certificate or passport showing their place of birth in Scotland
- If they were not born in Scotland and are claiming eligibility via their parents, we require a copy of their full birth certificate which shows that their parent(s) were born in Scotland. If their birth certificate does not show their parents place of birth, we require a copy of their parent's birth certificate to make the connection.
- A copy of their marriage certificate showing they are married to a Scot. If it does not show this then birth certificates will also be required.

Financial Statements

- We require copies of a recent bank, post office account, credit union statements, building society statements or passbooks, dated within the last 2 months, which details all your client's household income for at least one full calendar month. If emailing these, please note we require PDF copies of statements and not photos or screenshots.
- In some instances, we can accept DWP benefit letters if they are dated within 3 months of the referral, please discuss this with the duty worker when making the initial call.